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14 March 1960

LANGUAGE DEVELOPMENT COMMITTEE

MINUTES

25X1A6a The Language Development Committee met on Thursday, 10 March 1960 at nine o'clock in the [redacted] Conference Room. Those present were: Matthew Baird (part of the time), [redacted]

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25X1A9a Mr. [redacted] said he understands that Colonel White probably will coordinate the Regulation with the Deputy Directors after the Committee and the Director of Training have agreed on a final draft.

Page 1

25X1A9a

25X1A9a 1.a. Second sentence: [redacted] questioned the word "provides." [redacted] suggested: "The program calls for the determination of requirements...."

Page 2

25X1A9a

[redacted] stated that page 2 emphasizes that testing program is separate from awards program.

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25X1A9a [redacted] stated that Mr. Baird had a question about l.c.(3). [redacted] said it was the intent that language aptitude tests would be required for voluntary training as well as directed.

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[redacted] c.(1) Second sentence: change words "be used" to "assist."

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[redacted] c.(3) Last sentence: eliminate "of all periods."

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d.(1): [redacted] asked if the Agency would underwrite voluntary study at external facilities. The answer was yes.

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(2) (c): [REDACTED] discussed the use of the words "unusual or difficult languages." He said he believed these words were necessary to keep too many people from studying French, etc.

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Line 2: Mr. Baird had suggested "probable future assignments." The Committee agreed with the choice of "possible future assignments."

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2.b. Line 2: [REDACTED] suggested that the word "qualified" be taken out. The Committee agreed to do this.

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2.b.: [REDACTED] asked that "or Operating Officials" be added to "Heads of Career Services." [REDACTED] suggested that "as appropriate" be added after "or Operating Officials." [REDACTED] stated that in the DD/I the Career Service Board advises the heads of offices.

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2.b.: [REDACTED] recommended making it clearer that Heads of Career Services will recommend for awards only when.... [REDACTED] suggested: "Heads of Career Services or Operating Officials, as appropriate, will be responsible for validating the applications."

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[REDACTED] asked if the Head of Career Service had anything to do with awards other than exclusions. The Committee agreed to change the last sentence on page 4 to read: "Recommendations will be based on determinations that the language skills are of current or potential usefulness and that the provisions of paragraph 3 b do not apply."

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[REDACTED] asked how far down would authority for approving awards be delegated. [REDACTED] said that the Personnel Officer would probably sign off on all routine cases. Career Services will probably come in only in novel cases or when precedent is being established. [REDACTED] stated that Heads of Career Services can be asked who is authorized to approve awards.

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c.: [REDACTED] said he would like to down-play form 444c. The Committee accepted [REDACTED] suggestion that the second sentence

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be changed to read as follows: "The inventory will reflect the results of the Agency's standard language proficiency tests conducted by the Office of Training or, pending testing, the self-evaluations on Form No. 444c, Language Data Record."

d.(l): Mr. Baird asked that the second sentence be changed to: "The Director of Training will request assistance from the Committee for Language Development."

Page 6

Line 1: DTR suggested that "subject to current budget and ceiling restrictions imposed by the Agency" be inserted. [REDACTED] 25X1A9a said he did not like to see this put in an Agency regulation. [REDACTED] said he did not believe it had been done before. [REDACTED] suggested that this idea be included in the handbook, instead. Mr. Baird then said to insert the words "within current capabilities." ✓AB

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3.a.(1): [REDACTED] asked that "acquiring" be changed to "achieving." Committee agreed to this change.

Page 7

3.a.(1)(e) and (2)(c): [REDACTED] suggested change to "reading, writing, or speaking." Change accepted by Committee.

Page 8

25X1A9a

(f) [REDACTED] asked that a sentence be added: "However, if a field tour delays proficiency testing, retroactive payments will be made."

Pages 8 and 9

b. EXCLUSIONS changed as shown in retyped Regulation (copy attached).

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25X1A9a

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Last section: [REDACTED] suggested a change because he said there is talk of changing application for membership in Career Staff. [REDACTED] will talk to Gordon Stewart about this, but the Regulation was not changed.

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Last sentence: "Qualify" was changed to "be considered."

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[redacted] stated that a draft [redacted] had been prepared. 25X1A
He was asked to adjust the [redacted] to conform to decisions 25X1A
made at the Committee meeting. [redacted] would then like to see a 25X1A
copy of the [redacted].

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Both [redacted] said they could "beat the bushes" and get employees in their offices who have not had proficiency tests to take them now. They can tell from the machine runs they are now receiving who has not been tested.

The meeting adjourned at 11:40.

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